

Function (activity) title \*Micrographics Supporting Agency Records Program  
in accordance with Federal Records  
Act of 1950 as amended and proposed  
Responsible Organization Unit Microfilm Programs Branch   STAT

Resources Allocated:

Personnel:	Staff	Contract	Other	Funds:	STAT
	5		1 (Consultant)	Personnel	
Total:	6			Other (list)	
				Total:	

Brief description of function:

1. Serves as Agency micrographics officer
    - a. Evaluation of proposed micrographic applications.
    - b. Coordination of micrographic programs across the Agency.
    - c. Approving equipment procurement.
- (Con't.)

Benefits: The concentration of the above functions in a small, centralized professional group should redound to the benefits of Agency management in a number of ways. Specifically, the thrust of MPB to encourage more components to consider ways to exploit micrographic technology in solving particular information handling problems is a unique service not being (Con't.)

Consequences (impact) of deletion: provided

Loss of central management point for microfilm applications.

Alternatives: Return to a completely decentralized system which carries with it the implications of duplication and inefficient equipment utilization. Possible incremental changes may result. The staff has never been at full TO strength. This level should be reached at some point during FY 1974. It is conceivable that experience will then indicate that the (Con't.)

Possible incremental changes, with resource requirements: Branch is over-

\*Indicate if this function is in support of a statutory, NSCID, DCID, regulatory, interagency agreement requirement.

\*\* The \$42,000 shown as "other" funds breakdown as follows:

\$16,000	Consultant
20,000	Equipment
4,000	Travel
2,000	Training

Microfilm Programs Branch

Brief description of function: (Con't.)

2. Establish standards for formats, equipment, supplies, services, etc.
3. Provide management current inventory data.
4. Maintain a static display of microform equipment.
5. Conduct and/or coordinate micrographic orientation training programs.
6. Assist components in:
  - a. systems analysis
  - b. equipment selection
  - c. external training

Benefits: (Con't.)

elsewhere in the Agency. While it is true some components already have a depth of experience with microfilm and likewise have staffs busily engaged in the production of microforms, there has been no central focus for this activity and widespread application throughout the Agency has been spotty. Then, too, Agency management suffers from the inconvenience of not having in one place information about the total extent of such activity in the Agency and its costs in both personnel and material resources. Likewise, without a centralized facility to perform the functions outlined, a costly duplication of effort could occur, to wit: unfettered growth of incompatible systems and the proliferation of expensive equipment without due regard for Agency standards being developed by MPB in concert with user components.

Alternatives: (Con't.)

staffed and one position can be deleted.

(Office)

Programs/Functions (Summary)

FY 1974

	Program or Function - Sub-programs	Positions Allocated			STAT Funds
		Staff	Cont	Other	
1.	Microfilm Programs Branch	5	0	1	
Total*		5	0	1	

STAT

\*Should equate to Office staff ceiling  
and funds authorization - FY 1974.